

2010

Flora Limited

# **[USER MANUAL FOR THE OUTWARD CHEQUE PROCESSING OPERATORS]**

This document describes how to use Flora Cheque Processing and Archiving for the Branch Operation

## Introduction:

The outward cheque processing includes scanning, data entry, checking and then sending to PBM. Thus this document is divided into 4 sections:

1. Scanning
2. Data Entry
3. Checking
4. Sending to PBM (Will be Done by the Central Admin)

This document describes the functionalities of the Branch Operators who perform their duties during outward process. Thus the first 3 parts among 4 are described in this document in details. For the 4<sup>th</sup> step which is **Sending to PBM** look at the “User Manual for Central Admin” Document.

## Section1: Scanning

### Responsibilities of a Scanman:

For Outward Cheques Flora Cheque Processing and Archiving System scans and extract MICR information using the MICR cheque scanners. The responsibility of the scanman is to scan cheques using the MICR cheque scanner and ensuring images and MICR data extracted properly. Scanman has the capability to discard a cheque if the image quality is not acceptable and can rescan that particular cheque. If any MICR data is not extracted properly scanman has the capability to repair MICR data.

After verification of all extracted cheque images and MICR data scan man passes the cheques to the Data Entry Operator. Data Entry Operator expects acceptable image quality and accurate MICR data from the Scanman.

Scanman operates in Batches. He/She creates batches using the Batch Control Voucher (BCV) and then scans cheques for that batch. It is also the responsibility of the scan operator to match scan cheque quantity with that of Batch Control Voucher. When sending cheques to Data Entry Operator he sends by batches also.

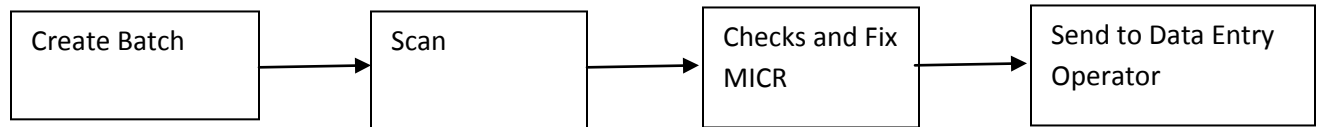
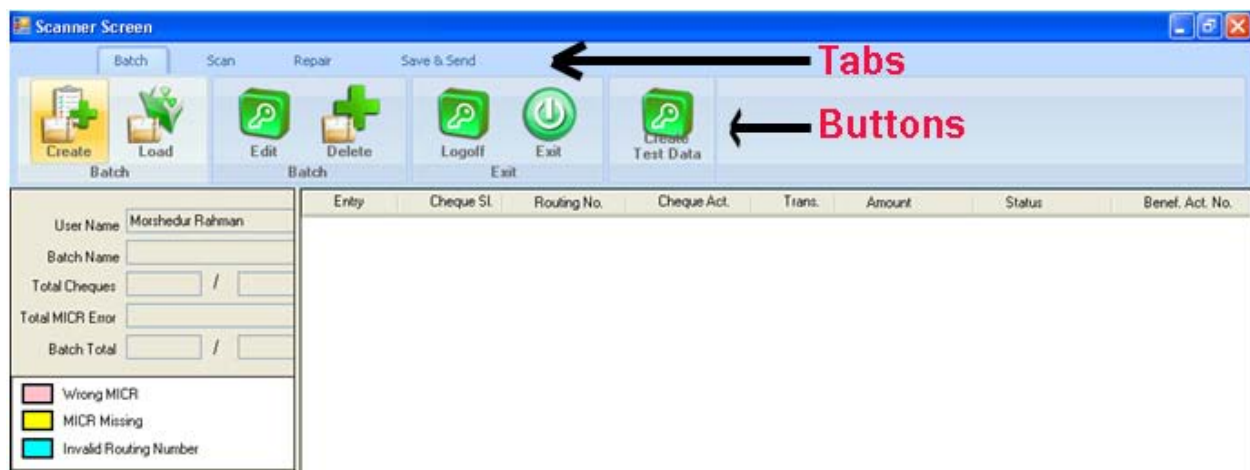


Figure: 1.0 (Stages of the Scanman's responsibility)

### Scanman's Interface:



On the very top of the Scanman screen there are 4 tabs:

1. Batch
2. Scan
3. Repair
4. Save and Send

These 4 tabs represent the stages of the scan man's responsibilities as in figure 1.0

Clicking each tab will bring different sets of buttons.

1. Buttons of Batch Tab:
  - a. Create.
  - b. Load.
  - c. Edit.
  - d. Delete.
2. Buttons of Scan Tab:
  - a. Connect.
  - b. Setting.
  - c. Start.
  - d. Pause.
  - e. Stop.
3. Buttons of Repair Tab:
  - a. View All.
  - b. Bad MICR.
  - c. IQA Fail.
  - d. Edit.
4. Buttons of Save and Send Tab:
  - a. Save.
  - b. Discard Update.
  - c. Send.

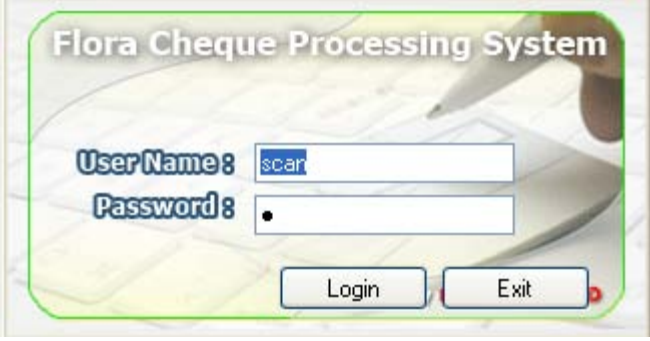
### **WorkFlow:**

Step 1 > At first scanman receives a set of cheques with a BCV.

EXIM BANK Batch Control Voucher				
Ledger Date	/ /	No of Checks		
Branch Name		Total Amount		
Deposited By				
Received By		Clearing Type	Normal	Express High Value
Receive Time		Presentment	1	2 3
Depositor Signature		Receiver's Signature		
Depositor's Copy		Receiver's Copy		

Figure 1.3 Batch Control Voucher

After clicking the Short Cut for FCPA a Login Screen will appear.

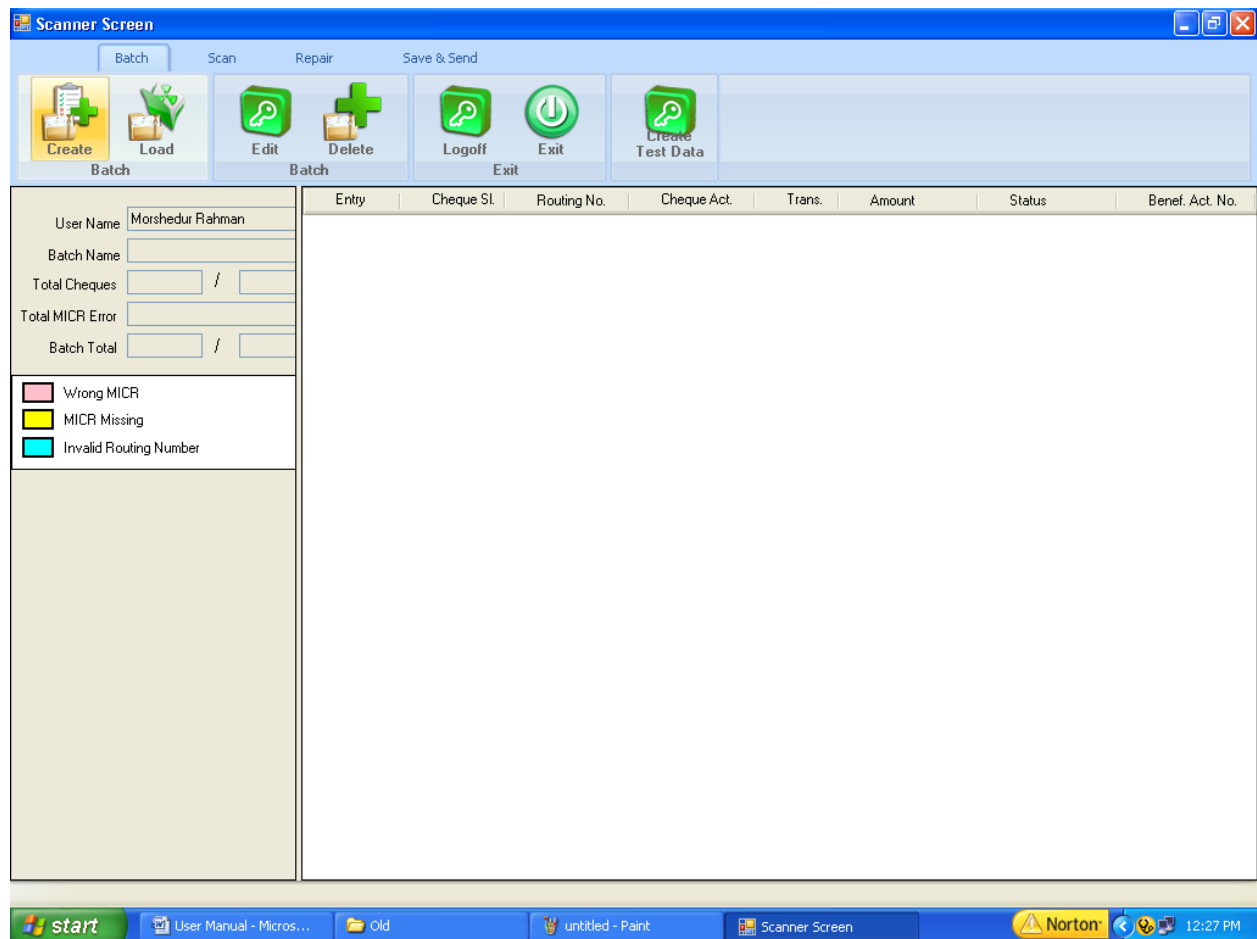


The login screen for the Flora Cheque Processing System. It features a title bar with the text 'Flora Cheque Processing System'. Below the title bar, there are two input fields: 'User Name:' with the text 'scan' entered, and 'Password:' with a single dot entered. At the bottom of the screen, there are two buttons: 'Login' and 'Exit'.

Figure 1.4 : Login Screen

Please type the desired user name and password and login as a scanner operator.

After logging in the following screen will appear.



## Step 2 > Create A Batch for the checks Following a Batch Control Voucher (BCV):

To create a batch for the checks click on Batch Tab. (There are 4 tabs: Batch, Scan, Repair, save and Send; the default tab is Batch).

Click on Create Button to open the window for creating a Batch.

Scanner Screen

Batch Scan Repair Save & Send

Create Load Edit Delete Logoff Exit Create Test Data

User Name: Morshedur Rahman

Batch Name:

Total Cheques: /

Total MICR Error:

Batch Total: /

Wrong MICR

MICR Missing

Invalid Routing Number

Create Batch

General Info

Batch Name: 20091017-001 Date: 10/17/2009

Scan Option: Cheques Only Cheque Qty:

Scan Mode: Scan & endorse Batch Total:

Presenting Branch: Gulshan

Clearing Info

Document Type: Image without paper Clearing Type: Normal cheques

Presentment Level: Presentment

Corporate Account Info

☐ Corporate Account

Account No.

Ok Cancel

Create Batch

General Info

Batch Name: 20091017-001 Date: 10/17/2009

Scan Option: Cheques Only Cheque Qty:

Scan Mode: Scan & endorse Batch Total:

Presenting Branch: Gulshan

Clearing Info

Document Type: Image without paper Clearing Type: Normal cheques

Presentment Level: Presentment

Corporate Account Info

☐ Corporate Account

Account No.

Ok Cancel

This screen inputs information gathered from the BCV.

Fill up the necessary information from BCV and then click OK.

To **Load** a previously created Batch please Click Load.

To **Edit** the Batch after creating (in case of any mistake while creating the batch you can edit the batch) it please click Edit Batch.




To **Delete** a Batch please Click Delete Batch.

Step 3> Scan the checks.

To scan the check click on the Scan tab.

Click **Connect** Button to connect the scanner with your PC. Click on **Start** to scan the checks.

After scanning if any of the following colors occur you have to repair the data before sending it to maker.

	Wrong MICR
	MICR Missing
	Invalid Routing Number

For example the following error in one of the checks has occurred because of wrong MICR which needs to be repaired.

Pause	Stop	List	Details	Logoff	Exit
Scan		View		Try Me	

Entry	Cheque Sl.	Routing No.	Cheque Act.	Trans.	Amount	Status
10/17/2...	5091639	215274247	00098008736...	20	0.0000	Just Scanned
10/17/2...	4001002	!!!!1782	00000120400...	11	0.0000	Just Scanned

#### Step 4 > Repair Data

To repair the Data click on the Repair Tab.

Batch
Scan
Repair
Save & Send

☐ Color  
☐ Grayscale  
☐ Binary

User Name: Morshedur Rahman  
Batch Name: 20091017-0001  
Total Cheques: 2 / 2  
Total MICR Error: 1  
Batch Total: 0 / 55000  

Wrong MICR

MICR Missing

Invalid Routing Number

MICR Info.  
215274247-0009800873669-5091639  
!!!!1782-0000012040095-4001002

Cheque Info.  
Cheque Sl No.: 50916  
Routing No.: 21527  
Account No.: 00098  
Trans Code: 20  
Cheque Date: / /  
Amount:   
Cheque Status: Just S

Then click on the check that needs to be fixed. You can identify the error check by the background color.

**Scanner Screen**

Batch Scan Repair Save & Send

View All Bad MICR IQA Fails Edit Image Delete Cheque Logoff Exit

Color Grayscale Binary

User Name: Morshedur Rahman  
 Batch Name: 20091017-0001  
 Total Cheques: 2 / 2  
 Total MICR Error: 1  
 Batch Total: 0 / 55000

Wrong MICR  
 MICR Missing  
 Invalid Routing Number

MICR Info.  
 215274247-0009800873669-5091639  
 #####1782-0000012040095-4001002

**BANK ALFALAH LIMITED** بنك الفلاح المحدود  
 CA 4001002  
 DATE  
 065271782  
 Pay To \_\_\_\_\_ Or Bearer  
 The Sum of Taka \_\_\_\_\_ Tk 30,000/w  
 0701-12040095  
 FLORA LIMITED  
 #####1782-0000012040095-4001002

Bank/Branch of First Deposit: 115.101.15284  
 Endorsement Area for Clearing/Collecting Processing Institution  
 Cash Count- For Official Use Only:  
 500X  
 100X  
 50X  
 20X  
 10X  
 5X  
 2X  
 1X  
 Total

Cheque Info.  
 Cheque SI No.: 4001002  
 Routing No.: #####1782  
 Account No.: 0000012040095  
 Trans Code: 11  
 Cheque Date: / /  
 Amount: Tk 30,000/w  
 Cheque Status: Just Scanned

Scanner is connected.

start User Manual - Mic... untitled - Paint Facebook | Home ... Scanner Screen images for paint Norton 2:47 PM

Now fix the field with error color and then press **ENTER** to save the change. Then after fixing all the errors send the data to maker.

Step 5 > Send the checks.

To repair the Data click on the **save and send** Tab and then click the **Send** Button. After sending the data click **Logoff** to abort from the software.

## Section2: Data Entry (Maker)

### Responsibilities of a Maker:

For Outward Cheques Flora Cheque Processing and Archiving System allows user to enter data manually which cannot be extracted from MICR information. The responsibility of the maker is to enter none MICR data into the system.

For that to happen first the Maker has to load the scanned batches and then enter Amount (Mandatory), Depositors account number (Mandatory) and Check Date (not required always) for all the checks. After entering the data maker has to send the amount entered checks to Checker for verification.

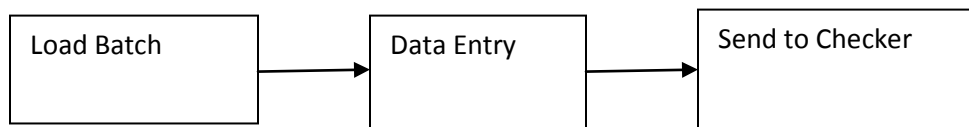
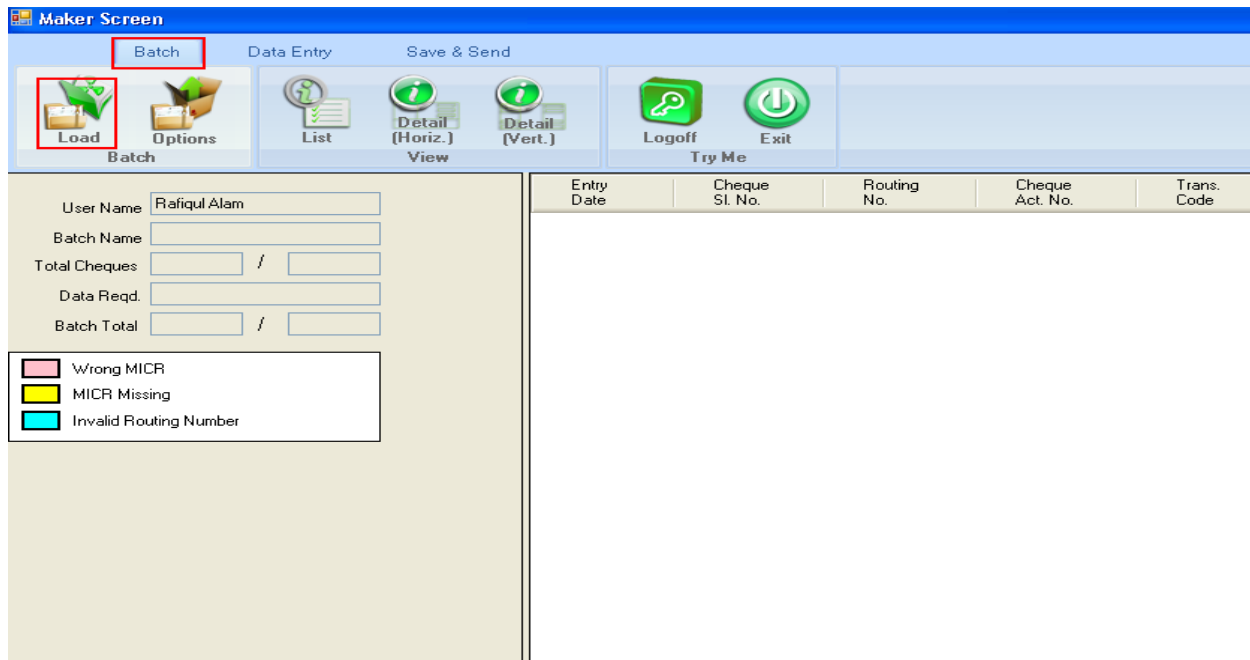


Figure: 2.0 (Stages of the Maker's responsibility)

## (Maker's Interface)



On the very top of the Maker's screen there are 3 tabs:

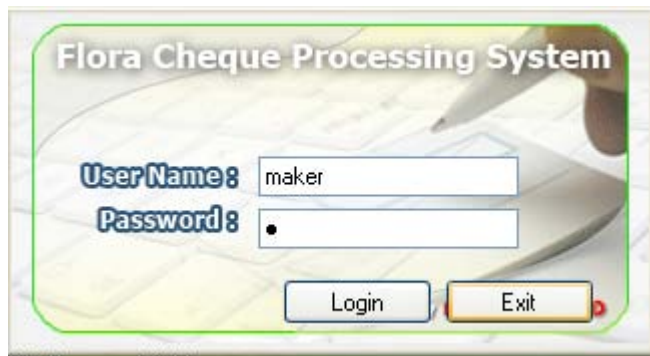
1. Batch
2. Data Entry
3. Save and Send

These 3 tabs represent the stages of the maker's responsibilities as in figure 2.0

The job of a data entry operator will be

1. Load a batch to enter Data for
2. Enter Data
3. Send them to checker for Approval.

After clicking the Short Cut for FCPA a Login Screen will appear. Type username and password to log in the software as Maker.

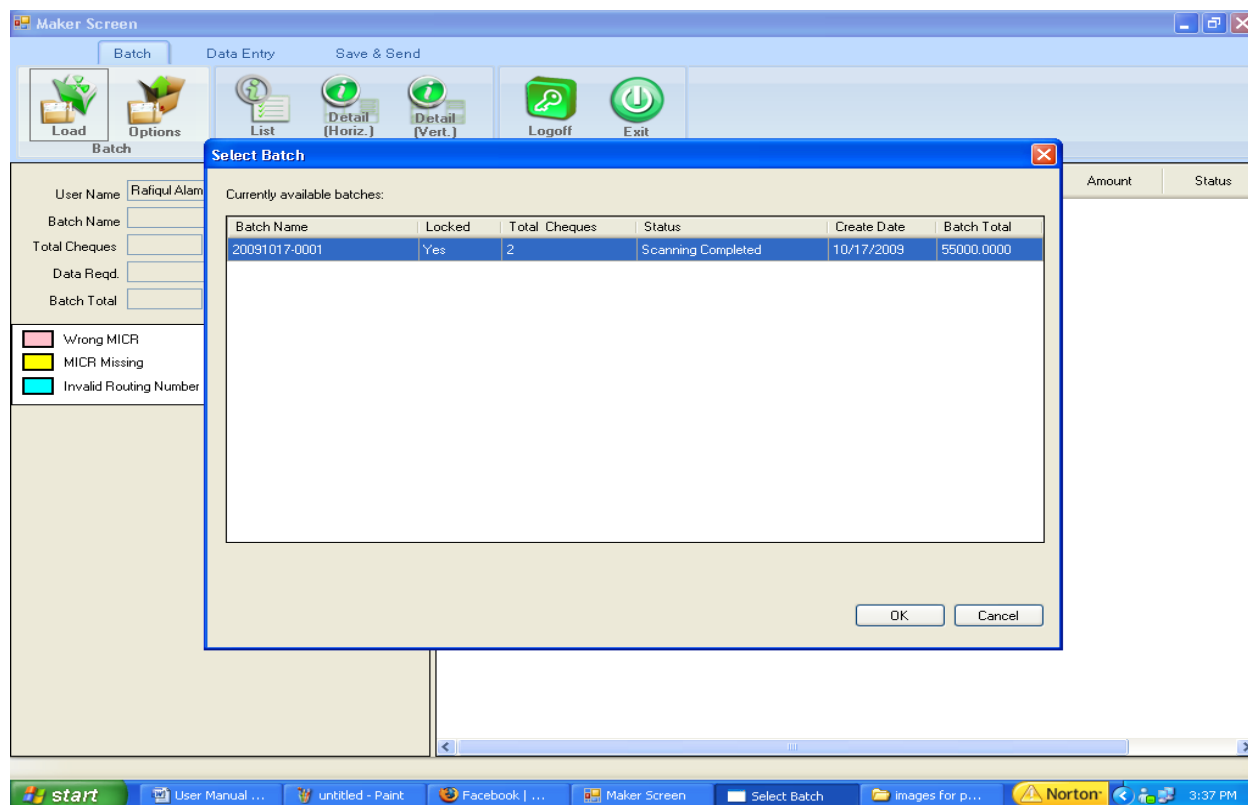


# 1. Load a batch to enter Data for

To load a Batch first click on Batch tab and then click on Load Button.

 The image displays the 'Maker Screen' interface. At the top, there are three tabs: 'Batch' (highlighted with a red box), 'Data Entry', and 'Save & Send'. Below the tabs, there are several icons: 'Load' (highlighted with a red box), 'Options', 'List', 'Detail (Horiz.)', 'Detail (Vert.)', 'Logoff', and 'Exit'. The 'Load' icon is also labeled 'Batch' below it. The main area of the screen contains input fields for 'User Name' (Rafiqul Alam), 'Batch Name', 'Total Cheques' (with a slash separator), 'Data Reqd.', and 'Batch Total' (with a slash separator). Below these fields is a legend box with three items: 'Wrong MICR' (pink square), 'MICR Missing' (yellow square), and 'Invalid Routing Number' (cyan square). On the right side, there is a table with five columns: 'Entry Date', 'Cheque Sl. No.', 'Routing No.', 'Cheque Act. No.', and 'Trans. Code'.

Then select the Batch to be loaded.



## 2. Enter Data

To start entering the data click on the **Data Entry** Tab and put your cursor in the amount field. Enter the amount. Then click **Enter**. Then the cursor will move to the Dep. Acc. No. Field. Enter the account no. Then press **Enter**. Then the data entry fields for next check will appear. Or you can move to enter data for next check by clicking Next **Button** below.

### 3. Send Data to Checker

To send amount entered data to checker click on the **Save and Send** tab first and then click on the **Send** Button.

## Section3: Checker

### Responsibilities of a Checker:

For Outward Cheques Flora Cheque Processing and Archiving System allows user to verify the data entered by the maker before sending it to the Central admin. The responsibility of the checker is to verify the correctness of the Data entered by Maker, Approve the correct checks and disapproving the incorrect checks and send the checks to the Central Admin.

For that to happen first the Checker has to load the amount entered batches by maker and then verify the checks one by one and then approve or disapprove it. After verifying the entered the data checker has to send the checks to the central admin.

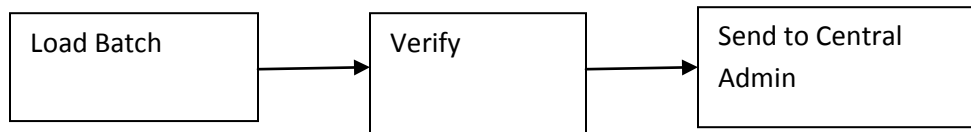


Figure: 3.0 (Stages of the Checker's responsibility)

The job of a checker operator will be

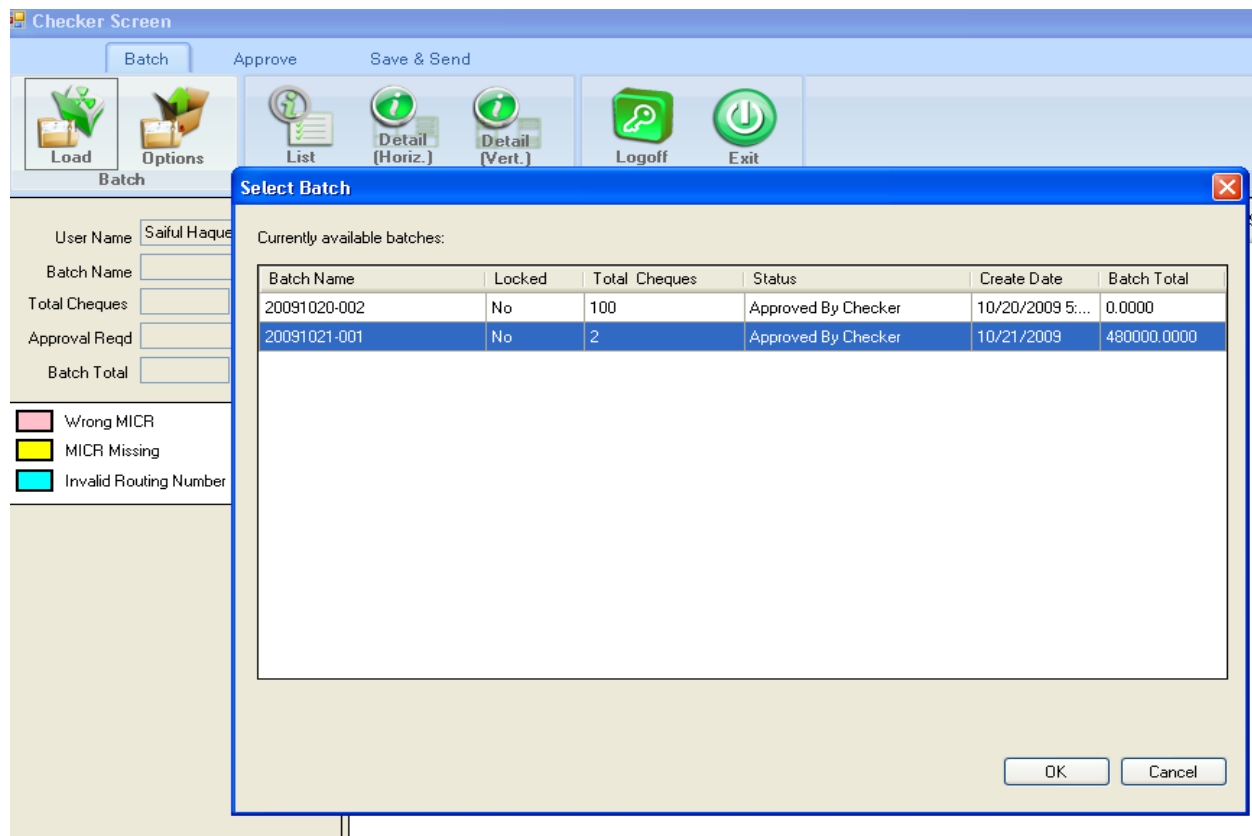
1. Load a batch to approve for
2. Approve checks
3. Send them to central admin.

1. Load a batch to approve for

To load a Batch first click on Batch tab and then click on Load Button.

Checker Screen				
<b>Batch</b>		<b>Approve</b>	<b>Save &amp; Send</b>	
Load Options		List	Detail (Horiz.) View	Detail (Vert.) View
		Logoff	Exit	
<b>Batch</b>		<b>Try Me</b>		
User Name	Saiful Haque	Entry Date	Cheque Sl. No.	Routing No.
Batch Name				Cheque Act. No.
Total Cheques	<input type="text"/> / <input type="text"/>			
Approval Req'd	<input type="text"/>			
Batch Total	<input type="text"/> / <input type="text"/>			
<p> Wrong MICR</p> <p> MICR Missing</p> <p> Invalid Routing Number</p>				

Then select the Batch to be loaded.



## 2. Approve checks

To approve checks first click on the Approve tab. Then click on **Approve Button** to approve the checks one by one. Click on **Approve All** button to approve all the checks together.

